

POSITION DESCRIPTION (Please Read Instructions on the Back)

PD-03064

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. NAVPAC 147	
Explanation (Show any positions replaced): Standard Position Description		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical		13. Competitive Level Code	
		SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		14. Agency Use NAF POS			

15. Classified/Graded by	Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review	HOUSING MANAGEMENT ASSISTANT				NF	1173	03	elb	4-17-03
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									

16. Organizational Title of Position (If different from official title) SITE MANAGER		17. Name of Employee (If vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY		c. Third Subdivision	
a. First Subdivision		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) ANNE-MARIE JONES	
Signature	Date	Signature	Date
		Anne-Marie Jones	3/18/03
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position	
Typed Name and Title of Official Taking Action			

E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER
Signature: E. Lanier-Ballenger Date: 4-17-03

Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										
24. Remarks										

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: NAVFAC 14

CLASSIFICATION: HOUSING MANAGEMENT ASSISTANT NF-1173-03

ORG TITLE: TRANSIENT SITE MANAGER

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to serve as Site Manager of the CBH complex

MAJOR DUTIES AND RESPONSIBILITIES

Supervisory

Serve as the Site Manager in managing daily operations of NAF funds and NAF staff. Develop guides, procedures, and instructions within the framework of DOD and Navy policy.

Oversee management functions related to facility engineering, maintenance and repair of housing units, and related equipment, cost reporting, and other major activities of the NAF funds.

Specific supervision responsibilities include but are not limited to: approving leave, planning work to be accomplished by subordinates with selective consideration of difficulty and evaluating performance of subordinates; promotes loyalty, morale and job interest, and handles complaints and grievances; monitoring workload, analyzing methods and results, and implementing changes when necessary; giving advice, council or instructions to individuals on both work and administrative matters; interviewing candidates and making selections for appointments, promotion or reassignment; hearing and resolving complaints; reviewing, and effecting disciplinary actions such as warnings, reprimands, suspensions and recommending action for more serious cases such as removals; identifying development and training needs, consulting with specialists on those needs and deciding on training problems.

Ensures that subordinates are fully aware of and comply with appropriate safety and environmental laws, regulations and directions.

Performs internal management control vulnerability studies and reviews, and develops controls to prevent losses and to promote management integrity; complies with policy for acquisition, contracting and standards of conduct

DIRECTLY SUPERVISES:

(LIST PAY PLAN, SERIES AND GRADE OF EMPLOYEES SUPERVISED)

Perform and direct periodic or scheduled surveys, audits, reviews and inspections to determine housing conditions and requirements.

Manage resources used in support of the CBH including NAF personnel, facilities and materials. Estimate expenditures, initiate and audit execution of non-appropriated fund (NAF) budgets.

Reviews APF expenditures for operations and maintenance functions, estimates costs, and develops recommendations for resources to accomplish.

Establish liaison with divisions, departments, directorates and other offices that provide goods or services to the CBH.

Includes Public Works, Navy Exchanges, Supply, Personnel Support Detachments, Morale, Welfare and Recreation, Safety, and Security. Review requirements and initiate input for contracts affecting the NAF, including verifying and documenting all contract requirements.

Establish, manage, and control a proactive resident relations and communications program that includes the Quality of Life and any other resident relations and service organizations.

Establish and manage the training program for all NAF staff members.

Submit long-range housing improvement plans within the framework of established DOD and Navy objectives, policies and standards in conjunction with other installation specialists

Develop operational cost reduction procedures and techniques.

Monitor cost reduction and self-help maintenance efforts.

Analyze, evaluate and implement station and higher authority instructions and notices. Prepare reports for higher authority.

Assess trends and problems that span the operation, recommend necessary changes and evaluate results.

Initiate and verify work requests for maintenance beyond the scope of CBH personnel.

As fund custodian, responsible for the receipt, safekeeping, deposits, disbursement and accountability of all funds.

FACTOR 1. KNOWLEDGE REQUIRED BY POSITION

A combination of experience and education is required. Completion of a formal course in hotel industry management or have four years experience in the same or closely related field. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

Must possess knowledge of Navy VQ policies and standards including safety, environmental and fire prevention regulations and practices. Must have knowledge of Navy management procedures and front desk, housekeeping and maintenance principles and practices.

Must understand the daily operation of a hotel and have a working knowledge of the property management system.

Must have the ability to work independently and supervise NAF personnel.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent is responsible for implementing management functions and policies for the VQ operation. The Site Manager carries out the overall objectives with the available resources. The manager provides assistance and support in extremely unusual or controversial situations. Performance is reviewed for compliance with regulations and budget guidelines.

FACTOR 3. GUIDELINES

Work with a variety of DOD, SECNAV, OPNAV, NAVCOMPT, BUPERS, and activity policies, regulations, manuals, and guides related to VQ operations. Use judgment and initiative in the selection, interpretations and application of guides, making compromises and adaptations, when necessary, within the framework of established VQ objectives. These regulations are subject to change, thus the incumbent must keep up to date on these matters.

FACTOR 4. COMPLEXITY

Customer service is of foremost importance in this position. The incumbent will ensure a balanced budget is maintained and will determine CBH improvements within its

limits by formulating short and long-range budget plans for replacement of furnishings, landscaping, and maintenance of facilities.

The incumbent must maintain accountability of all furnishings and plant property inventory through the use of a bar-coding system. He/she must follow all regulations governing the custody of minor property and the proper procedures for survey and disposal of outdated equipment beyond economical repair. management functions related to the management, operation, and maintenance of VQ housing. Priorities must be established to meet commitments and ensure occupant satisfaction. Incumbent must exercise mature and impartial judgment in counseling occupants, resolving problems, etc.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide direct onsite management and administration of facilities and complexes. The work directly contributes to the military members, retirees and family member's quality of life, and contributes to job satisfaction and retention of valuable members.

FACTOR 6. PERSONAL CONTACTS

Personal contacts include all department heads, tenant commands' executive officers/commanding officers, especially those tenant commands personnel reside in the VQ and supervisors of residents who are experiencing a difficulty which could not be resolved at a lower level. Also has regular contact with contractors, vendors of equipment and services and representatives of private industry.

FACTOR 7. PURPOSE OF CONTACTS

Contact with high level staff managers is for gaining acceptance of analysis and recommendations that may be controversial and which pertain to program executions, financial performance, and managerial effectiveness of operation. Additional contact is made to research staff positions or to present staff briefing papers on various issues which impact VQ operations.

Contacts with representatives of subordinate commands and other Navy officials are transacted to represent and disseminate command position and policies regarding BH matters and to develop solutions to complex problems. Contacts may be skeptical or uncooperative and require skill in approach and methods to obtain the desired effects.

FACTOR 8. PHYSICAL DEMANDS

Work requires significant physical exertion when touring the various facilities and buildings. The purpose of daily visits is to conduct inspections of housing facilities, buildings, and grounds. Work involves long periods of walking, standing, stair climbing, bending, reaching and similar activities.

FACTOR 9. WORK ENVIRONMENT

The work involves normal risks or discomforts associated with an office environment. Most preliminary administrative work is done on a computer, thereby exposing the incumbent to continued video display terminal output. The incumbent is frequently exposed to high heat and humidity, and less frequently cold temperatures when visiting various facilities and buildings. The office work area is usually adequately lighted, heated and ventilated.

SPECIAL REQUIREMENTS

Must possess and maintain a current driver's license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.

Must actively participate in the Performance Plus Training Program. This includes successful completion of basic exams within the first 90 days of employment and certification within 1 year if eligibility requirements are met.